



**KING COUNTY**  
**ARCHAEOLOGIST/CULTURAL RESOURCES COORDINATOR**  
**(PROJECT/PROGRAM MANAGER III)**  
**DEPARTMENT OF TRANSPORTATION**  
**ROAD SERVICES DIVISION**  
**Annual Salary Range: \$63,390 – \$76,634**  
**Job Announcement: 05SB5271**  
**OPEN: 9/21/05 CLOSE: 10/21/05**

**WHO MAY APPLY:** This career service position is open to all qualified applicants.

**WHERE TO APPLY:** Required forms and materials must be sent to: **Scott Bruns, 201 S. Jackson St, MS: KSC-TR-0313, Seattle, WA 98104.** Applications materials must be received by 4:00 pm on the closing date. (**POSTMARKS are NOT ACCEPTED**). Contact Ruth Harvey, Program Manager IV, (206) 296-3477, for further inquiries. PLEASE NOTE: Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** (A) [King County Application Form](#) (B) Resume (C) Letter of interest detailing your background and describing how you meet or exceed each of the required knowledge, skills and abilities, and (D) at least three phone numbers of current and former supervisors.

**WORK SCHEDULE:** The standard workweek is Monday – Friday; 40 hours per week. However, this position is sometimes required to be on-call. This position is exempt from the provisions of the Fair Labor Standards Act and is not overtime eligible.

**WORK LOCATION:** 201 S Jackson St, Downtown Seattle and fieldwork throughout King County, Washington

**PRIMARY JOB FUNCTIONS:** This position is responsible for coordination of the Road Services Division's cultural resources program. This includes screening of capital and maintenance projects for potential cultural resources and developing recommendations to avoid or mitigate any impacts, preparing schedules and scopes of work for cultural resources regulatory compliance activities, conducting cultural resources surveys and writing associated reports, monitoring project sites during excavation/construction, and responding to call outs when potential resources are discovered on project sites. This position works in close collaboration with the King County Historic Preservation Program (HPP). This position may also conduct staff training and/or public outreach on cultural resources laws and other topics, research historic transportation infrastructure and related issues, assist with development of interpretive materials related to transportation resources, and assist with the County's heritage corridors and scenic byways program. This position will utilize sophisticated planning tools, including geographic information system (GIS) data layers and a cultural resources database developed by King County. Duties and responsibilities include:

- Provide technical analysis for complex projects related to the identification, documentation, evaluation, treatment, and preservation of cultural resources (archaeological and, in consultation with the HPP, historic resources).
- In collaboration with HPP, update and maintain cultural resources database for use in reviewing and tracking capital and maintenance projects.
- Develop strong working relationships with interested parties, including but not limited to: County agencies, Tribal governments, and other governmental agencies and organizations. Represent the division in inter-jurisdictional meetings.
- Negotiate memoranda of understanding or similar agreements pertinent to cultural resources impacts associated with capital and/or maintenance projects.
- Develop program/policy recommendations for inter-agency consultation regarding cultural resources management.
- Lead or coordinate inter-jurisdictional or multi-agency policy development and training.
- Provide guidance to capital project managers regarding necessary scope of work for cultural resources compliance process. Contribute or edit elements of project scopes of work and schedules. Review consultant work products.
- Resolve cultural resources problems and issues encountered by the division during road construction and maintenance activities.
- Manage complex contracts or grants independently; track budget expenditures as appropriate.
- Conduct archaeological fieldwork and/or monitoring associated with CIP and maintenance projects or oversee work of consultants.
- Other duties as assigned.

***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:***

- A Master's Degree in archaeology, anthropology, or closely related field, with a minimum of three years full-time, professional experience in cultural resource management
- Meet the Secretary of the Interior's Professional Qualifications Standards for Archaeologists
- Knowledge of Geographic Information System (GIS) development and implementation, including ESRI programs ArcInfo and ArcView
- Knowledge of current archaeological research methods
- Knowledge of relevant state, and federal regulations, standards and procedures related to historic preservation and cultural resource management
- Knowledge of other relevant agencies and governments, including Tribal governments and local, state and federal agencies
- Knowledge of facilitation and negotiation principles
- Skill in project management
- Written and oral communication and presentation skills
- Strong interpersonal skills
- Skills in program advocacy and promotion
- Skill in working with people with diverse opinions and viewpoints
- Skill in Microsoft Office (Word, Excel, Access, Outlook)
- Ability to coordinate work of consultants
- Ability to work both independently and in a multi-disciplinary team setting
- Ability to conduct archaeological fieldwork, including, but not limited to: Walking over rough terrain, digging holes with a shovel, and lifting/carrying equipment up to 50 lbs

***DESIRABLE QUALIFICATIONS:***

The most competitive candidates will have:

- Knowledge of Puget Sound archaeological resource types, regional ethnology and history, and environmental history.
- Knowledge of relevant local regulations, standards and procedures related to historic preservation and cultural resource management.
- Five years professional experience in Cultural Resource Management, preferably in a public agency setting.
- Advanced knowledge of principles and practices of archaeology and peer-reviewed publications in the areas set forth above.
- Experience with transportation projects.
- Advanced GIS skills.
- Knowledge of heritage corridor and scenic byways programs.
- Familiarity with other scientific/environmental disciplines in addition to archaeology.

***NECESSARY SPECIAL REQUIREMENTS:*** Valid Washington State Driver's License or ability to obtain within 30 days of hire.

***UNION MEMBERSHIP:*** Positions in this classification are represented by the International Federation of Professional and Technical Engineers, Local 17M.

**CLASS CODE: 8244**

**SEQUENCE NUMBER: 0840**